

## COVID-19 General workplace safety risk assessment

<b>Assessor:</b> JC/SW
<b>Job title:</b> Head of Finance & Facilities / HR Officer
<b>Assessment date:</b> 01/10/2020
<b>Review date(s):</b>

<b>Infection Prevention, Cleaning and Employees Safety</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
<p>As the business rebuilds after lockdown and employees return to work the Mayhew must ensure their safety by making premises "COVID" secure – unsafe workplace premises raise the risks of virus transmission</p>	<p>There is a direct threat to employees' health and wellbeing from transmission of the COVID-19 coronavirus while at work</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<p>Mayhew will comply with its duty to provide a safe and healthy workplace/working conditions for all employees in the workplace during the coronavirus pandemic by:</p> <p>Circulating "COVID secure" coronavirus policies and safety procedures to all employees and managers; these set out how employees should behave and the precautions they must adopt during the pandemic to keep them safe</p> <ul style="list-style-type: none"> <li>• Requiring all employees to practice effective social distancing while in and around the workplace, while travelling to work and in all work business</li> </ul> <p>Managers should pass on and reinforce key Government public health messages to all employees:</p> <ul style="list-style-type: none"> <li>• cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it —Bin it — Kill it)</li> </ul>	<p>Mayhew will monitor the pandemic and SMT will regular meet to discuss the impact on employees and what best action to take to protect all.</p> <p>Signage to encourage social distancing, correct hand washing in place and will be maintained/replaced when necessary.</p>

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<b>Infection Prevention, Cleaning and Employees Safety (continued)</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
		<ul style="list-style-type: none"> <li>• put used tissues in the bin straight away</li> <li>• wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>• avoid close contact with people who are unwell</li> <li>• clean and disinfect frequently touched objects and surfaces</li> <li>• do not touch face, eyes, nose or mouth if hands are not clean.</li> </ul> <p>In all departments, fully implement Public Health England (PHE) <a href="#">Guidance for Employers and Businesses on Coronavirus</a>, including the following key safety precautions:</p> <ul style="list-style-type: none"> <li>• Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained</li> <li>• Consult with employees and employees' representatives – fully involve the workforce at all stages of the pandemic</li> <li>• Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work</li> <li>• Follow government health and travel advice</li> <li>• Provide hand sanitiser as required</li> </ul>	

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<b>Infection Prevention, Cleaning and Employees Safety (continued)</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
		<ul style="list-style-type: none"> <li>• Provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection</li> <li>• Increase environmental cleaning in the workplace; review and revise cleaning method &amp; schedules and ensure cleaning employees have access to suitable detergents, disinfectants and PPE</li> <li>• Display appropriate public health posters and notices around the workplace and on websites</li> </ul> <p>All employees will be required to wear a face mask when dealing directly with the public, undertaking a task that requires two or more people that cannot not maintain a safe distance of 2 metres. The only exception will be employees who have disclosed a medical condition that prevents them from doing so. You can also wear a face covering at all times if you so wish to.</p>	<p>This maybe reviewed as and when we increase the number of personnel into the home</p>

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<b>Homeworking, Hot-desking and Equipment Sharing</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
<p>Employees working together in workplace premises inevitably raises the risk of virus transmission</p> <p>Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further</p>	<p>Homeworking reduces the risk of employees gathering in the workplace and of transmitting the virus</p>	<p>Homeworking should be adopted within the Mayhew as the preferred method of work wherever possible and only employees who need to be on-site should attend workplace premises</p> <p>The following working arrangements will be put into place to support homeworking:</p> <ul style="list-style-type: none"> <li>• Managers will plan for the minimum number of people needed on site to operate safely and effectively</li> <li>• Line managers to review all employees job roles in order to facilitate and encourage homeworking wherever appropriate</li> <li>• Agile working policy to be implemented</li> <li>• Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security</li> <li>• Enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</li> <li>• Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate</li> </ul>	<p>SMT to control levels of administrative employees in at anytime</p> <p>Live 5<sup>th</sup> October 2020</p> <p>Remote desktop to be maintained by BL</p>

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		<ul style="list-style-type: none"> <li>• Office sharing- all areas must be thoroughly cleaned before and after use.</li> <li>• Equipment should not be shared between employees – limit use of high-touch equipment in the workplace, e.g. whiteboards, pens, etc.</li> </ul>	

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<b>Workplace Social Distancing</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
<p>Effective social distancing is a key element in reducing the transmission of COVID-19</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2 metres, wherever possible.</p> <p>Social distancing effectively puts people at a safe range from anyone coughing.</p> <p>The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>Employees are required to practice effective social distancing while in and around Mayhew, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> <li>• Avoiding non- essential contact with others</li> <li>• Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible</li> <li>• Avoiding physical contact (e.g. hugs, handshakes, etc.)</li> </ul> <p>Adaptations to the premises to support social distancing to include:</p> <ul style="list-style-type: none"> <li>• A review of all work premises to identify suitable adaptations which will support social distancing</li> <li>• Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc.</li> <li>• Workstations and desks to be arranged with a minimum separation between them – screens fitted in the reception areas</li> <li>• Establishing maximum occupancy limits for offices and work areas</li> </ul>	<p>Mayhew will maintain the 2 metre rule over the 1 metre +</p> <p>Non-use of the Chandelier building until safe</p> <p>Will be refreshed as and when required</p>

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		<ul style="list-style-type: none"> <li>Reducing the need for employees to move around within the workplace</li> </ul> <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> <li>Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc.</li> <li>Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc.</li> <li>Holding meetings outside in the garden</li> <li>Providing hand sanitiser at meetings</li> <li>Cancelling non-essential training and all face-to-face training/recruitment practices</li> <li>Carrying out any essential training/ recruitment by using email/online e-learning wherever possible</li> <li>notices in all departments reminding employees of the key infection prevention requirements, including the need to maintain safe distancing</li> <li>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate mitigation methods should be put into place, please refer to each departments Risk Assessments</li> </ul>	<p>Employees only permitted in areas that they are required to work</p> <p>Students final assessment to be conducted virtually</p> <p>To be updated as and when required, available to all <a href="#">here</a>.</p>

<b>Higher Risk Areas of the Workplace</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
Some areas of the workplace may present a higher risk than others – this may include areas such as employees’ toilets, employees’ rooms and restrooms	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p> <p>Essential for employees to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</p> <p>A number of employees going to the toilet together may compromise their ability to comply with social distancing</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Ensure higher-risk high- traffic areas of the workplace are COVID-secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• Stressing the need for employees to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc.)</li> <li>• Line managers ensuring that adequate hand cleaning resources are provided; all employees toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</li> <li>• Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets</li> <li>• Limiting numbers of employees who can use high traffic areas such as corridors, stairs, toilets and at any one time to ensure social distancing</li> <li>• Monitor high-traffic area use and regulate access as necessary</li> <li>• Prioritise disabled use where necessary, e.g. disabled toilet use.</li> <li>• Staggering breaks to ensure that restrooms and toilets are not overloaded</li> <li>• Establishing safe queuing systems by use of room occupancy limits and floor markings/signage, etc.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Placing 60% alcohol hand gels at convenient places around the workplace with instructions for use</li> <li>• Increasing environmental cleaning, especially in and around toilets and restrooms and employees' rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</li> <li>• Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</li> <li>• Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</li> </ul>	

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<b>Vulnerable and Extremely Vulnerable Employees</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
Some employees may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> <li>• are 70 or older</li> <li>• are pregnant</li> <li>• have a lung condition such as asthma, COPD, emphysema or</li> <li>• bronchitis (not severe)</li> <li>• have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)</li> <li>• are taking medicine that can affect the immune system (such as low doses of steroids) or are very obese</li> </ul> <ul style="list-style-type: none"> <li>• have a severe lung condition (such as severe asthma or severe COPD)</li> <li>• are taking medicine that makes them much more likely to get infections (such</li> <li>• as high doses of</li> <li>• steroids)</li> </ul>	<p>The following safety and employee's health arrangements should apply to employees who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <ul style="list-style-type: none"> <li>• SMT, Deputies &amp; HR should identify and be aware of employees who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations</li> <li>• No member of employees in the extremely vulnerable "high-risk" category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these employees should be advised to follow government medical advice and stay at home</li> <li>• Extremely vulnerable "high-risk" employees will be offered - where it is possible or appropriate for them to safely work from home without risk this should be facilitated</li> <li>• Employees in the vulnerable "moderate risk" category should be considered on a case by case basis – wherever possible they will be supported to work from home</li> <li>• Employees in the vulnerable "moderate risk" category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing</li> </ul>	

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<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
	<p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy for cancer, including immunotherapy</li> <li>• are having an intense course of radiotherapy for lung cancer</li> <li>• have a serious heart condition and are pregnant</li> </ul> <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> <li>• Those in the “high risk” (extremely vulnerable) category are</li> <li>• subject to special</li> <li>• “shielding” arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks</li> <li>• Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home</li> </ul>	<ul style="list-style-type: none"> <li>• Managers should stay in touch with vulnerable or extremely vulnerable employees who are staying at home by phone to ensure they are well and to prevent them from feeling isolated</li> <li>• As they cannot leave their home at all, the Mayhew should help to provide additional support for any extremely vulnerable high-risk employees who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere</li> <li>• All reviews of employee’s roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. disabled employees</li> <li>• Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage</li> <li>• Managers should refer to existing policies regarding new and expectant mothers, e.g. entitlement to suspension on full pay if suitable safe roles cannot be found</li> </ul>	

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<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
	<ul style="list-style-type: none"> <li>• People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements</li> <li>• There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19</li> </ul>		

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<b>Employees Health and Employee Levels</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
<p>Low employee hazards due to high rates of employee's sickness or employees having to self-isolate themselves at home or remain at home because they are "shielded"</p>	<p>Employees may experience symptoms of COVID or come into contact with a family member, a friend or have been contacted by track and trace. These employees should not attend work and will be required to have a test to determine your condition. If negative the employees may return to work as normal.</p> <p>If the employee is confirmed as COVID positive must self-isolate for 10 days. Please refer to the exceptional Managing sickness policy for further details</p>	<p>The following safety arrangements should apply to employee's health or employee levels:</p> <ul style="list-style-type: none"> <li>• Employees who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace               <ul style="list-style-type: none"> <li>- where possible or appropriate employees will be , supported to work from home</li> </ul> </li> <li>• Employees who are sick or self-isolating should phone immediately and inform their line- manager – on no account should they attend for work</li> <li>• Make sure that communications go out that no member of employees should come to work if they are self- isolating or if they have COVID-19 symptoms or if they feel unwell</li> <li>• Employees may be reallocated from non-essential parts of the Mayhew to essential functions</li> <li>• Managers should consider temporary departmental closures or operational adjustments if employee numbers are reduced to unsafe levels</li> </ul>	<p>Line Managers to monitor employee levels and sickness levels</p>

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<b>Premises Access and Travel</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
<p>Employees who are required to attend for work must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission Public transport may be restricted in order to achieve social distancing on trains, buses, etc.</p> <p>Access to buildings may create a virus transmission risk if employees all seek entrance at once or are channeled through single points of entry</p> <p>Risks may be increased for disabled employees who may have reduced options for access</p>	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> <li>• Ensure that sufficient access points to the workplace are provided so that employees do not congregate at entrances and exits – ensure that all access points have supplies of sanitizer available</li> <li>• Review disabled access policies and arrangements to ensure safe entrance or exit for disabled employees</li> <li>• Use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate</li> <li>• Enable flexible/staggered working arrangements so that employees can avoid travelling at peak times or all arriving or leaving at the same time               <ul style="list-style-type: none"> <li>• Provide hand sanitiser at entrances and exits</li> <li>• Ask employees not to share cars and limit use of any work minibuses, etc.</li> <li>• Support employees to walk or cycle to work wherever possible, e.g. providing safe bike storage, showers, lockers, etc.</li> <li>• Ask employees not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc.</li> </ul> </li> <li>• In all cases non-essential travel for work purposes should be minimised</li> </ul>	

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<b>Cases of Possible Infection On-site</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
People becoming unwell while on-site or a symptomatic person using a site	High risk of transmission	<p>If a member of employees becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high- contact areas such as toilets</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</li> <li>• Cleaning employees should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>• Cleaning employees must wear appropriate PPE</li> <li>• Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</li> </ul>	

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<b>Business Continuity</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
Crisis management and business continuity hazards caused by the pandemic emergency	The crisis threatens business continuity and ability to deliver essential services to our customers	<p>Managers should refer to business continuity policies and procedures</p> <p>After lockdown the following safety arrangements should be applied to establish business recovery:</p> <ul style="list-style-type: none"> <li>• Establish overall coronavirus risk management team</li> <li>• Ask all departments to review and refresh business continuity plans as necessary</li> <li>• Devise appropriate business recovery plans and keep under constant review</li> </ul>	

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Information			
Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
Hazards caused by lack of information or inaccurate information being circulated	The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and "fake news" or "myths". If these are allowed to gain traction within the Mayhew they can obscure and confuse vital health and safety measures.	<p>After lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and "fake" news:</p> <ul style="list-style-type: none"> <li>• To ensure the safety and wellbeing of employee's business strategies must be based on accurate information and employees must be given consistent, simple and clear messages</li> <li>• Coronavirus risk management team to monitor official advice carefully and update all policies and procedures</li> <li>• Ensure leadership teams/local managers are briefed and kept up to date</li> <li>• Managers to beware fake news and discourage the circulation of misinformation</li> <li>• Keep employees informed – key messages include the need for unwell employees or homeworking employees to stay at home, for frequent handwashing and for social distancing</li> </ul>	

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<b>Communication</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
Threat to effective communications	The pandemic crisis threatens communications with clients/customers/suppliers – such communications are vital in the re-establishment of business activities and procedures after lockdown	<p>After lockdown the following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> <li>• Senior management to review all outward facing communications (e.g. on customer website, etc.) to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the Mayhew</li> <li>• Managers to revise communications strategies and plans</li> <li>• Devise specific plans for how and how often to communicate with clients/customers/ suppliers</li> </ul>	

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<b>Cyber Security</b>			
<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
Cyber-security risks	Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related "ransomware" With the Mayhew and individual employees more reliant than ever on digital communications and the internet, and with more employees working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever	<p>The following safety arrangements should be applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> <li>• Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place</li> <li>• Circulate warnings to employees and managers of any credible cyber threats, especially scam emails and text messages</li> <li>• Ensure that employees working from home and using remote-working systems are covered by cyber-risk protections</li> <li>• Ensure any homeworking arrangements maintain standards of data protection and IT security</li> <li>• Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus</li> <li>• Assess cyber risks to new supply chain connections developed during the crisis</li> </ul>	

This Risk Assessment will be reviewed regularly, all employees are encouraged to contact your line manager, if new risks are identified or current identified risks have progressed further.